

# Making the digital hall display

By Mrs. Nichols

These are guidelines open to improvements!

# General Guidelines

## ► *Be creative*

- Have fun with color while keeping the message clear

## ► **Be concise**

- No need for full sentences

## ► **Use visuals** (as much as possible)

## ► **Be informative**

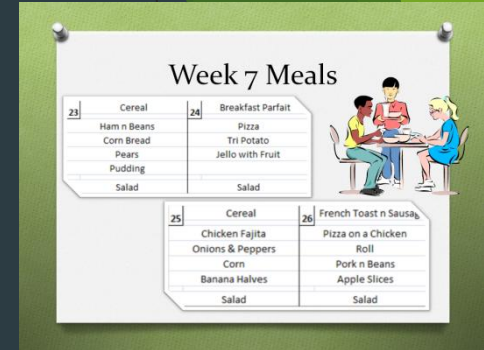
- Use clear fonts at least a size 16 or larger
  - Best when can be seen at least 6 feet away.



# Flow of the Show

- ▶ Intro is a spirit page
  - ▶ PV Cowboys
  - ▶ Weeks by number (stay organized)
  - ▶ Date range
- ▶ Quote page
  - ▶ Helping keep us positive and a common goal
- ▶ Menu
  - ▶ The food be served in the kitchen for the week
- ▶ Activities
  - ▶ All the happenings we can possibly fit
- ▶ Celebrations
  - ▶ Successes from activities and so forth

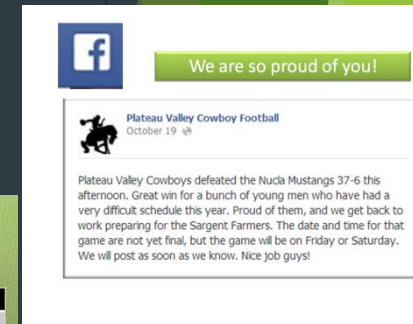
## ▶ Communicate!



Week 9 Events

	Mon	Tues	Wed	Thur	Fri	Sat
Sports	Jr Football @ Rangely 5:30 pm			VB vs Meeker 5:30 pm	VB vs North Park 2 pm	@vail Mt 12:30 pm
Robotics	4:15 meet @Colbran Auditorium			5 <sup>th</sup> hour meeting		
FFA		5 <sup>th</sup> hour Ag Mechanics Practice	11-4 pm District Leadership Conference	5 <sup>th</sup> hour Floriculture Practice	Full Festival 5 pm to 8 pm	
LINK						
STUCO						
NHS						
Choir Band		5 <sup>th</sup> hr Choir				

Friday School



# Design Layout

- Slide Size 16:9 or 16:10 ratio to fill the tv screen

The screenshot shows the Microsoft PowerPoint interface with the 'Design' tab selected. A red box highlights the 'Design' tab in the ribbon, with the text '1st choose Design Tab'. Another red box highlights the 'Page Setup' button in the 'Slide Orientation' group, with the text '2nd select Page Setup'. A third red box highlights the 'Slide sized for' dropdown menu in the 'Page Setup' dialog box, with the text '3rd Arrow down Slide sized for to find the ratio'. The 'Page Setup' dialog box is open, showing 'On-screen Show (16:10)' selected in the 'Slides sized for' dropdown. The 'Orientation' section shows 'Landscape' selected for 'Slides' and 'Portrait' selected for 'Notes, handouts & outline'. The 'Width' is set to 10 inches and the 'Height' is set to 6.25 inches. The 'Number slides from' is set to 1. The background of the slide shows the text 'Design Layout'.

1st choose Design Tab

2nd select Page Setup

3rd Arrow down Slide sized for to find the ratio

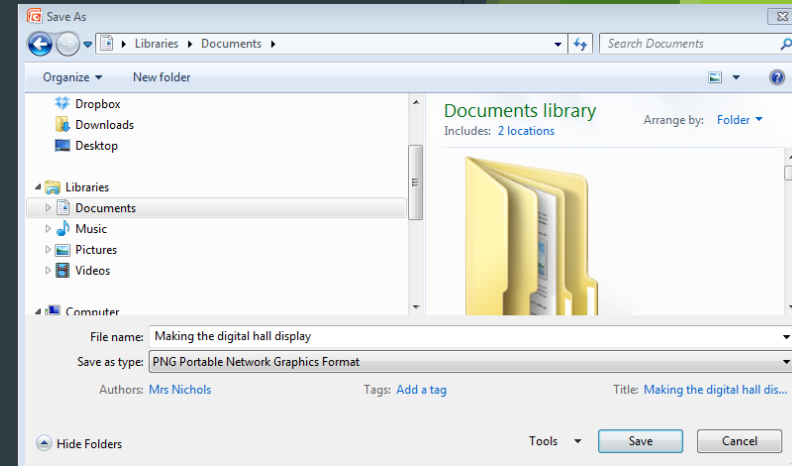
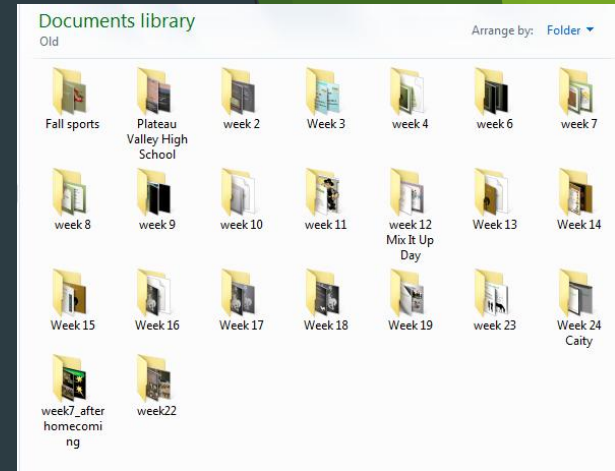
Design Layout

- Slide Size
- 16:9 or 16:10 ratio to fill the screen

# Save

- ▶ Save as week no#
  - ▶ week10 or name of project with week number first
    - ▶ Week7\_homecoming
    - ▶ Week8\_meals
- ▶ I save each slide as picture
  - ▶ PNG (first choice) JPEG or TIFF

**Note** PowerPoint will ask if you want it to save the current slide or all slides, use whichever fits your project. When you save more than one slide they will be saved in a folder using the same name as your PowerPoint file.



# Movie Maker!

1. *Import the pictures (slides) into movie maker*
2. *Add any extras others may have made to help out*
3. *Add transitions use the same one throughout*
4. *Edit timing so that the slides with more information are on the screen longer*
5. *Save the movie for a 1080 HD presentation on a flash drive.*
6. *Plug in flash drive into back of TV and change input to USB*
7. *Select video and play -be sure to repeat*
8. *I highly recommend admiring it too!*